

## ***Services/Activities Inventory***

Department: Commissioner of the Revenue

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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1. Assess motor vehicles, recreation vehicles, boats, motors, mobile homes, etc. for taxation
2. Audit business use vehicles as required by State PPTRA Compliance Guidelines.
3. Reconcile personal property accounts with the DMV State Department of Accounts.
4. Provide assistance for tax relief for the elderly and disabled.
5. Read deeds and wills to transfer real estate to the correct owners.
6. Work with plats to subdivide property and create new subdivisions.
7. Prepare Real Estate Land Book on or before September 1<sup>st</sup>.
8. Process applications, collect fees, issue Business Licenses and process renewals by March 1<sup>st</sup>.
9. Collect and administer the Prepared Food & Beverage Tax, Transient Tax, Admissions Tax, Utility Tax, Franchise Tax, Telecommunications Tax, E-911 and Utility License Tax.
10. File and process Virginia State Income Tax returns and estimated income tax payments.
11. File and process Roanoke County Business Personal Property/Machinery & Tools returns and assess for taxation.
12. Audit and assessment of Business Personal Property/Machinery & Tools accounts in the Town of Vinton.
13. Complete State and County budgets.
14. Process Public Service Corporation reports for local taxation.
15. Process Bank Franchise reports for local taxation.
16. Process monthly State Compensation Board reports.